

CITY OF BEAVERTON

ADDENDUM #2

REQUEST FOR PROPOSAL #3110-16B
QUALIFICATIONS BASED SELECTION
PROFESSIONAL SURVEYING, ENGINEERING, BIDDING, AND CONSTRUCTION ADMINISTRATION SERVICES FOR
MENLO DRIVE SIDEWALK PROJECT

DATE: July 20, 2016
TO: All Interested Persons
FROM: Terry L. Muralt, CPPB, Purchasing Agent

The following additions, deletions, corrections and/or clarifications are made to the solicitation documents for this project. Any changes made by this Addendum replace only the portion of the words or paragraphs specifically mentioned herein and the balance of the solicitation document remains the same and in full force. It is the responsibility of the bidders to conform to this Addendum. **All Bidders shall acknowledge receipt of this Addendum on Section 6: Signature Page.** All questions regarding this addendum should be directed to Terry Muralt, Purchasing Agent.

CHANGES TO SOLICITATION:

1. **Section 1.2; Task 2; 2.2 Design Survey; Bullet Point 4 – Geotechnical Investigation: Delete and replace with;**
 - Preform a geotechnical investigation to determine retaining wall design parameters as needed.
2. **Section 3: Proposal Format & Content: Delete reference to 3.8, there is no 3.8 in this solicitation.**
3. **Section 3.4.1 General Qualifications of the Proposer; Delete and replace with:**
 - Describe the Proposer's capabilities and experience.
 - List Proposer experience working with similar projects.
 - Resources available to perform work and proportion of staff time to be spent on the project
 - Record of past performance, quality of work, ability to meet schedules, and cost control
 - Availability to and familiarity with project location
 - Describe how the Proposer is legally qualified in the State of Oregon to perform the work requested.

4. Section 4.2 Evaluation Criteria: Delete and Replace with:

The City will make a selection based on the evaluation of the written proposals and any interviews it conducts. The City may elect to interview all proposers or only the highest ranked proposers. The City reserves the right to make a selection based only on the evaluation of the written proposals and not conduct any interviews. Written proposals and interviews will be evaluated based on the following criteria:

1. Project Understanding – **20 points**
2. Qualifications – **40 points**
3. Project Approach and Schedule – **40 points**
4. Minority-Owned, Women-Owned, Emerging Small Business (M/W/ESB) – **12 points**

Information gained during an interview may be used to re-evaluate proposals according to the above criteria.

Frequently Asked Questions with answers:

1. Can 11x17 size page be used, and if so will it count as one or two pages?
Answer: Page size of 11x17 should only be used for drawings or other graphics and will count as one page.
2. Sections 3.4.3 and 3.4.4 reference the project manager qualifications in 3.4.2. Can you confirm that you do not want 3 client references for each key personnel and sub-consultant?
Answer: No client reference required for each key personnel and sub-consultant.
3. Do you have a concept set of plans for the sidewalk location?
Answer: No, the City project team has not identified a preferred location for the sidewalk. When developing a recommendation for sidewalk location, in addition to other factors, proposers should explore the pros and cons of keeping certain existing healthy mature trees within the project area.
4. As for the references do Public School Districts count as government entities?
Answer: Yes
5. Can the Table of Contents be combined with the cover sheet or will it be required to be on its own sheet?
Answer: Yes
6. Does Section 7 – Attestation of Compliance with lax Laws need to be included in the RFP submittal. (pg. 29 of 42)?
Answer: Section 7 is required to submit with your proposal but does not count towards the page requirement.
7. Task 1.4 Public Information: Can you verify that the City will complete all of the tasks listed under 1.4 and don't need any supplementary support from a firm who specializes in Public Involvement?
Answer: Yes, the City will lead all public involvement. No public involvement subcontractor necessary. The Consultant may be asked to attend a few neighborhood meetings and provide graphics or information to include with public information as needed.
8. Task 4 Assumptions: Talks about the Lighting & Electrical design being provided by the City. Can we assume the City will therefore be the Engineer-of-Record for this piece of the project as well?
Answer: Yes